



Nonviolent Peaceforce
Apartment 9, Floor 4, B2, Parkview
Erbil 44001
Kurdistan Region of Iraq

Terms of Reference: HR and Administration Assistant

Job Title: HR and Admin Assistant
Function: Human Resources and Administration
Duty Station: Erbil
Line Manager: HR and Administration Manager
Line Management Responsibility: None

Nonviolent Peaceforce (NP) is a dynamic, international non-governmental organization. We work with people affected by violent conflicts to enhance their security and dignity through unarmed civilian protection (UCP). We work to reduce violence and protect civilians in countries affected by violent conflict and its aftermath and to help transform the world's response to conflict situations.

JOB PURPOSE

Under the supervision of the HR and Administration Manager, this position will play a key role in building a robust HR and Administration Department. The HR and Admin Assistant (HRA) is responsible for supporting the HR and administrative function of Nonviolent Peaceforce Iraq's (NPIQ) operational programme.

KEY RESPONSIBILITIES

A. Commitment to NP Principles

- Demonstrate a commitment to NP's mandate and principles
- Maintain a positive image of the organization full time while communicating with external actors, staff or operating in the field.

B. Personnel Management:

- Ensure personnel files are complete and assure adherence to highest level of confidentiality.
- Track staff contracts and performance management timeline.
- Ensure timely submission of monthly timesheets.
- Assist with annual leave and R&R planning.
- Assist HR and Administration Manager with general support to HR functions.
- Manage Service Agreements and payments.
- Make regular visits to field teams to provide on-site HR support.

C. Recruitment:

- Manage and participate in the recruitment process as appropriate, which may include assisting line managers with short-listing, participating in interviews if needed and carrying out reference checks.
- Vacancy posting internally and externally as appropriate, if needed.
- Liaison with potential candidates and assemble required documentation.
- Lead on HR induction process for new staff.

C. Administration:

- Liaise with lawyers to assist with visa and residency procedures for expat staff and visitors as required.
- Provide general support to other departments as requested by Line Manager
- Any other task as reasonably requested by line manager.

QUALIFICATIONS AND COMPETENCIES:

Education, Knowledge and Experience

- Minimum 1-year experience in working as an HR and Admin Assistant, preferably with an international NGO.
- University degree in Business Management or a relevant field.

Skills

- Possession of independent Judgment/Analytical skills
- Ability to set priorities and solve problems
- Ability to communicate effectively with individuals and work within a team
- Solutions focused, creative problem solver
- Ability to adjust to difficult and sometimes insecure working circumstances
- Fluency in Kurdish with excellent level of written and spoken English and Arabic languages
- Proficiency in Microsoft Office, especially Word, Excel and Outlook email

WHAT NP OFFERS

- Safe and friendly working environment with development possibilities
- Full-time contract subject to two (2) months of probation period, contingent funding availability and positive performance
- Thirty (30) days of paid annual leave
- Medical benefits

HOW TO APPLY

- Candidates meeting the above requirements are requested to visit our website <https://nonviolentpeaceforce.org/about/work-with-us> to download and complete the NP Application to accompany your CV (max. 2 pages) and cover letter (max. 1 page). Incomplete applications will not be considered.
- Please state in the subject line of the email: **"Human Resources & Administration Assistant"**
- This position is open to qualified national candidates
- The closing date for applications is **Tuesday, 24 November 2020**
- Interviews will be on a rolling basis and a candidate may be selected before the closing date
- As part of the recruitment process, shortlisted candidates may be asked to complete a written assignment before participating in an interview.

Special Notice:

NP is an equal opportunity employer and actively promotes diversity in its staff. We welcome applications from all suitably qualified people, regardless of their gender, race, disability, sexual orientation, or age.

Nonviolent Peaceforce acknowledges the duty of care to safeguard and promote the welfare of employees, contractors, volunteers, interns, beneficiaries and other stakeholders and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice in the Humanitarian and Development sector.